

New Arrival Check-In List

American Embassy, Monrovia, Liberia

After completing, please return to the Human Resources Office.

EMPLOYEE'S NAME:

ATA:

Welcome to Monrovia. In order to help you to get settled in your job and community, please complete the following checklist within 5 days after your arrival at post. When all items on this list have been completed and each section signed by the appropriate officer, please return it to Human Resources Office.

REGIONAL SECURITY OFFICER (Ext. 1270/1271)

- ☐ Security Briefing and review of Emergency Action Plan
- ☐ Obtain Embassy ID badge

Regional Security Officer

EXECUTIVE OFFICE (Ext. 1104)

- ☐ Arrange for call on the Ambassador within one work day of your arrival at post

Ambassador Office Manager

MANAGEMENT OFFICE (Ext. 1420)

- ☐ General Orientation
- ☐ Arrange to visit all sections of the Embassy

Management Counselor

HUMAN RESOURCES OFFICE (Ext. 1422/1423/1424)

- ☐ Welcome to Post packet (given to sponsor)
- ☐ TM-Eight, Arrival Cable
- ☐ Complete Emergency Locator Card, DS-3064
- ☐ Submit SF-1190, Allowance for COLA, Post Diff. And Danger Pay
- ☐ Complete RAMC-P-13,
- ☐ Submit SF-1190 for request for ISMA
- ☐ Submit 9 photos for Diplomatic Identification Card (MFA)
- ☐ I have been informed to change my medical plan (FEHB) with 30 days of my transfer
- ☐ Thrift Savings Plan participant statement mailing address

IF NECESSARY:

- ☐ Completed SF-1199A Direct Deposit Form
- ☐ Completed W-4 Federal Withholding Tax
- ☐ Completed OF-126 Foreign Service Residence and Dependence Report
- ☐ Completed SF-2823 Designation of Beneficiary for Life Insurance
- ☐ Admin Policies (Admin Notice) included in Welcome packet.
- ☐ LES Personnel Handbook & LES Supervisory Handbook

Human Resources Specialist

General Services Office (Ext. 1500/1501)

- ___ Collect Welcome Kit from GSO Housing
- ___ Pick up House keys (given to sponsor before arrival)
- ___ GSO Briefing (work orders procedures)
- ___ Provide copies of packing list for UAB/HHE to GSO Shipping
- ___ Make arrangements for delivery of HHE/UAB/POV (Shipping)
- ___ Car registration card; provide previous registration/original bill of sale (Shipping)
- ___ Request for private car insurance (must have third party liability coverage (Shipping)
- ___ Arrange for household physical inventory (GSO Housing)
- ___ Sign inventory list (Housing)

General Services Officer

FACILITY MAINTENANCE (Ext 1519/1571)

- ___ Briefing for work orders procedures

Facility Manager

INFORMATION SYSTEM MANAGEMENT (Ext. 1402/1404/1406)

- ___ Orientation on post's software, LAN
- ___ Request for E-mail, log-on

INFORMATION PROGRAM CENTER (Ext. 1220)

- ___ Report to mail room for mailbox key
- ___ Report to IMO for combination to message distribution locker
- ___ Report to IMO for issuance of Hand-held Radio

Inform. Management Officer

HEALTH UNIT (Ext. 1360/1361)

- ___ Orientation Health Unit
- ___ Health Unit Welcome Pack
- ___ Bring medical records, shot record card of medical clearance
- ___ Complete medical registration form

FS Health Practitioner

Budget and Fiscal Office (Ext. 1443/1440)

- ___ Submit SF-1190 to apply for Temporary Lodging, Education Allowance
- ___ Provide copy of Travel Order
- ___ Personal check cashing, banking services, refer to BFO welcome kit and website
- ___ Discuss education allowance payment process (school/away)
- ___ Within seven (7) days of arrival, submit travel voucher (itinerary, travel advance, receipts for hotels, meals)
- ___ Post Differential, Danger Pay and Cola, SMA, please consult HR

Financial Management Officer.

Employee's Signature

Date